



Supporting Documents Guide

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Supporting Documents Checklist

Please ensure that the following supporting documents (as listed below) are included when they are submitted at the end of the student's placement (additional details can be found in the following pages of this guide):

- Placement Report from the student's post-secondary institution**
- If not signed yet: Signed Propel agreements (Employer and Student) that were provided by Tourism HR Canada**
- Invoice**
- First and last paystubs of the student for the placement duration**
- Filled-in and signed Student Pay Confirmation (please use the template in the appendix)**
- Void Cheque for EFT Payment (alternatively, a cheque will be sent by mail)**

Now that your application has been reviewed and you have received the employer agreement, this Supporting Documents Guide will show you what documentation is required upon completion of the student placement. Kindly ensure the documentation provided meets the criteria described in this guide.

 **Placement report which includes the following information**

-  Student Name
-  School Name
-  Program Name
-  Date of Report
-  Type and Duration of the placement
-  Confirmation:
 - i) Student is domestic
 - ii) Student is enrolled in the program at the time of placement
 - iii) Student is completing the WIL component of the program

The report can be a letter from the school) **OR** an email from the school outlining the above information if the letter cannot be obtained.

Email/Letter example:









(Student) is a domestic student enrolled in (Program name) at the time of the placement. The program contains a WIL component at (School) and is required for (duration, hours or semester outlined for the WIL). Hours worked at this placement are counted towards the WIL component of this program.

(Dated)

(Signed off)

 **Signed Employer and Student Agreements (provided by Tourism HR Canada)**

 **Invoice which includes the following information:**

-  Invoice Date
-  Invoice Number
-  Legal Company Name and Address
-  Company Contact Person
-  The pay period
-  Invoice description: include student name that appears on the paystubs, wage subsidy application ID, duration of placement and the wage rate if there is one
-  50% of total gross wages, up to maximum \$5,000 (and 70% up to \$7,000 for students from an under-represented group). Tips/gratuities are not eligible for reimbursement and must be removed from the total gross wages.
-  Address the invoice to
TOURISM HR CANADA
Attn: Rachel George
71 Bank Street, 4th Floor
Ottawa, Ontario K1P 5N2
**continued on next page*

✓ **First and last paystub of payments to the student**

✓ **Student Pay Confirmation**

- ☺ This is a summary of all gross wages the student received during the placement period, excluding any tips, gratuities or commissions. Please use the fillable template in the appendix.

✓ **Void Cheque to receive payment via EFT**

- ☺ A regular cheque will be sent via mail if we do not receive a void cheque for EFT payment. Note that it is the responsibility of the employer to inform us if there are changes to the information provided on the void cheque or if the payment should be sent to another account or address. If an employer has submitted applications for multiple placements, the same method and/or address for payment will be used for all successful applications unless otherwise instructed by the employer.

Please submit your invoice and all supporting documents within two weeks after the placement has been completed. You can submit these documents to us by uploading the files to your application OR by sending us an email directly from your application and including them as attachments.

Please copy invoices@tourismhr.ca when sending us an invoice AND the supporting documents. Tourism HR Canada will forward subsidy funds to the Employer 30 days upon receipt of the invoice AND supporting documents.

Student Pay Confirmation

* Placement ID/Reference #: _____

* Date: _____
YYYY/MM/DD

I hereby attest to the following:

* *Student Name:* _____

* Employed by *Organization Name:* _____

* *WIL Placement Start Date:* _____

* *WIL Placement End Date:* _____

Please provide the gross wages (excluding tips, gratuities, or commissions) and hours for each pay period of the student’s placement duration in the table below. Alternatively, you can include all paystubs in the supporting document package.

**If the paystub dates of the first and last paystub don’t match with the student’s placement period (start and end date), please confirm on this form that the total gross wages only include remuneration that was part of the student’s WIL placement.*

Pay Period (Start to End Date)	Total Hours	Gross Wages Amount
TOTAL		

By signing below, you are confirming that the remuneration recorded is from placement start date, up to and including placement end date.

* Signature	* Name	* Position